

## COMMON TERMS OF EMPLOYMENT

(Issued on December 26, 2023)

Dear employee,

We have enumerated below, for your benefit, your rights and responsibilities at Colourcraft Studio Private Limited ("CCS" or "company"):

### 1. Remuneration

- a. Your salary, as per your Letter of Appointment ("LoA"), shall be disbursed to you on the 16th of every month. E.g. your salary for April will be paid by May 16th.
- b. If you are serving your "Notice Period", your last month's salary will be paid as your "Full & Final Settlement" within 60 days of your exit.
- c. Your salary is subject to applicable laws in the Union of India.

### 2. Working Hours & Leaves

- a. You are expected to be available for work Monday through Friday, 10 am to 6.30 pm.
- b. You are entitled to Paid Time Off ("PTO"), as mentioned in your LoA.
- c. Your PTO is accrued on a monthly basis and leaves exceeding accrued PTO may be deducted from your salary or Full & Final Settlement, unless waived by a Company Director.
- d. You are entitled to urgent leaves for health, safety or other emergencies.
- e. You are responsible for planning and communicating leaves in a way that does not adversely affect your work or the company.
- f. You are entitled to refuse work or work-related communication during non-working hours, weekends, leaves and national holidays enumerated in the 'CCS List of Holidays'.

### 3. Appraisals & Performance Reviews

- a. The company conducts mandatory appraisals twice a year, of which you will be duly informed, but you have the right to request an appraisal of your salary and/or performance at any time during your work tenure.
- b. Appraisals and appointments may carry special terms, enumerated in your LoA.

### 4. Technology & Expenses

- a. You are responsible for owning and using your own high-speed, portable machine and smart phone, with legal operating systems and necessary peripherals.
- b. The company will provide or reimburse you for any legal software required for work.

- c. You are entitled to request the company for additional hardware, software or equipment that may be required to do your work more effectively.
- d. You are entitled to reimbursements for expenses incurred by you on behalf the company, provided it is pre-authorised by a Company Director in writing.

#### 5. Termination

- a. You are entitled to resign from your employment at any time by giving written notice.
- b. The company has the right to terminate your employment with 30 days notice or one month's salary as Full & Final Settlement.
- c. You are entitled to know the cause and seek an appeal of your termination.

#### 6. Exit

- a. You are responsible for serving the "Notice Period" mentioned in your LoA, unless a special waiver is made by a Company Director.
- b. You are responsible for handing over all company property—physical, digital or otherwise—to an authorised company representative at the time of your exit.
- c. You are entitled to receiving your Full & Final Settlement within 60 days of your exit date.
- d. Failure to serve your Notice Period, incomplete exit responsibilities or unprofessional conduct may attract appropriate penalties to your Full & Final Settlement.

#### 7. Confidentiality

- a. You will not disclose any company information to non-authorised personnel.
- b. You will not possess or maintain unauthorised copies of company work.
- c. You will not make unauthorised use of company property, trade secrets or trademarks.
- d. You will not claim to represent the company in any way, unless so authorised.
- e. You will not publicly showcase company work unless authorised in writing, and will give due credit to the company on all authorised displays of company work.
- f. You will not use any company property or access codes after your exit.

#### 8. Other Rights & Responsibilities

- a. You are entitled to raise concerns of physical safety and/or mental health with a Company Director to seek time off, special accommodations or guidance.
- b. You are required to report a crime against you or a fellow-employee to the necessary legal authorities.
- c. You have the right to seek legal counsel or recourse to settle any disputes with the company (Mumbai jurisdiction only).